



## DIPLOMA for Grade 12 Students KOKOPO CAMPUS

Registered with the DHERST as a private higher education provider

### COURSE INFORMATION

#### Diploma in Business Accounting (DBAC)

**SEMESTER:**

MARCH INTAKE

AUGUST INTAKE

Gain the specialist knowledge and skills that will prepare you for a career in the world of professional accounting. You will develop a strong foundation in conceptual knowledge of accounting procedures and practices. This foundation is complemented by current skills development focusing on critical thinking, problem solving and creativity.

#### YEAR 1

##### SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting I

#### YEAR 1

##### SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151533	Accounting II
151534	Taxation
151535	Cost and Budgeting I

#### YEAR 2

##### SEMESTER 03

Code	Unit Name
151539	Computerized Accounting
151536	Cost and Budgeting II
151520	Quantitative Methods for Business
151538	Financial Accounting

#### YEAR 2

##### SEMESTER 04

Code	Unit Name
151517	Business Law
151540	Auditing
151541	Corporate Tax
151542	Professional Ethics

#### Diploma in Human Capital Management (DHCM)

This diploma program in human capital management is specialized management program focusing on human resource as an important function of an organization. Your subjects of study include recruitment and selection, performance evaluation, compensation and benefits employment law, and occupational safety and health.

#### YEAR 1

##### SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

#### YEAR 1

##### SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151503	Human Resource Management
151504	Industrial Psychology
151507	Principles of Management

#### YEAR 2

##### SEMESTER 03

Code	Unit Name
151508	International HR Management
151509	Compensation Management
151510	Human Resource Development
151511	Industrial Relations

#### YEAR 2

##### SEMESTER 04

Code	Unit Name
151505	Employment Law and Payroll
151512	Occupational Health and Safety
151513	Strategic HR Management
151515	Leadership

#### Diploma in Business Management (DBMG)

This Program is designed for students who wish to acquire knowledge and skills to commence and progress through a management career in business. The program focuses on skills needed by managers and provide students with the ability to understand their organization's business needs and develop strategies and action plans to meet those needs. The program prepares students to further studies in the area of business management or for direct entry into the work place.

#### YEAR 1

##### SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

#### YEAR 1

##### SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151519	Operational Management

**YEAR 2****SEMESTER 03**

Code	Unit Name
151250	Business Statistics
151503	Human Resource Management
151521	Marketing Management
151538	Financial Accounting

**YEAR 2****SEMESTER 04**

Code	Unit Name
1151517	Business Law
151522	International Business
151523	Entrepreneurship Management
151524	Strategic Management

**Diploma in Information and Communication Technology (DICT)**

The Diploma in Information and Communication Technology (ICT) programme deals with designing innovative methodologies and sophisticated tools for developing software systems. Students are exposed to various techniques of analyzing user requirements and specifications as well as design and implementation of software systems. Some of the core courses include object-oriented programming, database systems, software engineering and introduction to multimedia.

**YEAR 1****SEMESTER 01**

Code	Unit Name
251501	Office Application
151501	Business Communication
251502	Applied Mathematics for Computing
251503	Professional Ethics

**YEAR 1****SEMESTER 02**

Code	Unit Name
251504	Management Information System
251505	Computer Architecture and Organization
251506	Database Management System
251507	Introduction to Programming[C]

**YEAR 2****SEMESTER 03**

Code	Unit Name
251508	Computer Networks
251509	System Analysis & Design
251510	Object Oriented Programming using Java
251511	Modern Operating System

**YEAR 2****SEMESTER 04**

Code	Unit Name
251512	Components Based Technology (C#.Net)
251513	Network Security
251514	Web Programming Essentials
251515	Internet of Things[IoT]

**ITI ENTRY REQUIREMENTS:**

- **Diploma in Business Accounting (DBAC)**
  - GPA of 2.2 or above in Grade 12 with C or above in Language & Literature and a D in General or Advance Mathematics.
  - Graduated with a *Diploma in Accounting* and with a GPA of 2 for Grade 12, attaining a C or above in Language and Literature and a D in General or Advance Mathematics can apply for DBAC.
- **Diploma in Human Capital Management (DHCM)**
  - GPA of 2.2 or above in Grade 12 with C or above in Language & Literature and a D in General or Advance Mathematics.
  - Graduated with a *Diploma in Human Resource Management* and with a GPA of 2 for Grade 12, attaining a C or above in Language and Literature and a D in General or Advance Mathematics can apply for DHCM.
- **Diploma in Business Management (DBMG)**
  - GPA 2 or above in Grade 12 with C or above in Language and Literature and a D in General or Advance Mathematics.
- **Diploma in Information Communication and Technology (DICT)**
  - GPA 2 or above in Grade 12 with C or above in Language and and a C in General or Advance Mathematics.

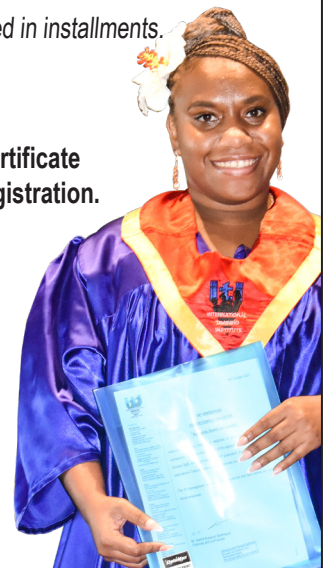
**COURSE FEES:**

> K11,900 per year

UPFRONT PAYMENT - K2,000

Remaining balance can be settled in installments.

**Compulsory: Students must produce original Grade 12 Certificate for proof (sighting) during registration.**

**WHY SHOULD YOU STUDY AT ITI**

- ▶ Reputable training institute operating for 27 years with 6 campuses in PNG.
- ▶ All campus libraries hold volumes of study books specific for research on Courses and subjects offered.
- ▶ Career Pathway for ITI Diploma Holders/ Student Membership with PNGHRI and CPA PNG
  - > After successfully obtaining ITI Diploma, students can apply to study Undergraduate Courses at Australian Universities (below) with subjects exemption.
    - (i) James Cook University (ii) Griffith University (iii) University of Sunshine Coast and (iv) University of Southern Queensland
- ▶ Qualify for Registered Accounting Technician (RAT) of the Certified Practising Accounting of PNG after graduating in DBAC.
- ▶ Eligibility to become student member with PNG Human Resource Institute after successful completion of DHCM.



OJT & EMPLOYMENT OPPORTUNITIES FOR PERFORMING GRADUATING STUDENTS

**ITI KOKOPO CAMPUS**

PO Box 1200, KOKOPO  
International Training Institute  
Takubar Industrial Area  
Sect. 73, Lot. 8, Takubar, ENB

- ☎ 982 5208
- ☎ 7295 0131 | 7760 4272 | 8143 0222
- ☎ 7295 0131
- ✉ enquires.kokopo@iti.ac.pg
- 📍 @itikokopocampus





# APPLICATION FORM

**DIPLOMA for Gr.12 Students**

# Kokopo Campus

*Registered with the DHERST as a private higher education provider*



**Please write in Block Letters**

**COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING THE OFFER LETTERS**

**(Put a Tick in the appropriate boxes)**

**1. Personal Details** **2. Contact Details**

Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Other	Address in PNG or Overseas (if known)
Given Name:	
Surname:	
Preferred Name in full:	
Date of Birth: ___/___/___ Gender: <input type="radio"/> Male <input type="radio"/> Female	Place you reside:
Place of Birth:	Home / Work Telephone:
Home Province:	Mobile Numbers:
District: _____ LLG: _____	WhatsApp#:
Nationality:	Email:

**3. Education Detail (Secondary Education-highest level achieved)** **4. Tertiary and further Education**

School Attended:	Name of qualification:
Qualification Attained (Year 10 / 12):	
	Institute attended:
Year Completed: _____ GPA: _____	
Country / Province / City / Town:	Country / Province / City / Town:
<b>5. Employment</b>	Year Completed: _____ GPA: _____
Company: _____ Position: _____	Please attach the certified copies of all the credentials.

If you believe you have relevant employment experience, please attach relevant details.

**6. Program / Course selection** **Course commencement Date**

<input type="radio"/> Diploma in Business Accounting	Year: 20___ <input type="radio"/> March <input type="radio"/> August
<input type="radio"/> Diploma in Business Management	Year: 20___ <input type="radio"/> March <input type="radio"/> August
<input type="radio"/> Diploma in Human Capital Management	Year: 20___ <input type="radio"/> March <input type="radio"/> August
<input type="radio"/> Diploma in Information and Communication Technology	Year: 20___ <input type="radio"/> March <input type="radio"/> August

**7. Are you under HECAS?**  Yes  No HECAS Course selected: \_\_\_\_\_  
> attached copy of the confirmation email sent by DHERST \_\_\_\_\_

**8. Do you wish to apply for Exemption / Credits?**  Yes  No

If yes, please fill the exemption form. The application will be accepted once ITI receives all the required certified educational qualifications from the candidates.



**"NO FEES Charged on this ITI Form"**

<b>9. Are you applying for Evening Classes (5-9pm)?</b>	<b>10. Request for learning support</b>
<input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, do you require transportation for drop off?</i>	Is there anything that may affect your learning (for example, impairments to your mobility, sight, hearing, reading or writing)? <input type="radio"/> Yes <input type="radio"/> No If yes, please indicate your needs on a separate sheet of paper and attach to this application.
<input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, where is your exact location?</i>	

<b>11. Sponsorship</b>	<b>12. Other information</b>
<input type="radio"/> Parents <input type="radio"/> Self-sponsor <input type="radio"/> Name of Employer/Address:  <input type="radio"/> Other, (please specify):	How did you first learn about ITI? you may tick more than one. <input type="radio"/> ITI Web page <input type="radio"/> ITI FB page <input type="radio"/> Newspaper / Magazine / Poster <input type="radio"/> ITI Web page <input type="radio"/> Secondary Schools Expo <input type="radio"/> Television / Radio <input type="radio"/> Recommended by ITI student / staff <input type="radio"/> Corporate visit <input type="radio"/> ITI visit to your Secondary school <input type="radio"/> Exhibition / Seminar

To ensure your application is processed without delay, attach certified copies of academic certificate and transcript signed by a lawyer, commissioner of oath, district, court house, ITI administration, ITI local representative.  
**PLEASE PROVIDE ORIGINAL CERTIFICATE AND TRANSCRIPT FOR SIGHTING BY THE ADMINISTRATION.** Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.

<b>13. Disclaimer</b>	<b>14. Application checklist</b>
I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors. <input type="radio"/> Yes <input type="radio"/> No	<b>Check that you have:</b> <input type="checkbox"/> Completed all sections of the Application form <input type="checkbox"/> Read Conditions of Enrollment, Deferral and fee Refund Policy <input type="checkbox"/> Declared and signed the Application form <input type="checkbox"/> Certified copies of your academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from sponsor

<b>15. Fee Refund Policy “(A Must Read Clause)”</b>
<p><b>Reimbursement of funds is strictly administered by the Registrar and the Management. In any event of cancellation or withdrawal, the refunds of any paid fees will only be considered under the following conditions;</b></p> <p>14.1 All correspondence regarding refund / excess payment must be in writing.          14.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid.          14.3 After commencement date of course;          14.3.1 Withdrawals during the first week, <b>90% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 10% of the total cost fee.          14.3.2 Withdrawals during the Second week, <b>80% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 20% of the total cost fee.          14.3.3 Withdrawals during the third week, <b>70% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 30% of the total cost fee.          14.3.4 After third week of the commencement date of the course, <b>NO REFUND</b> will be made.          14.3.5 Once Transport fees are paid and used <b>NO MORE REFUNDS</b> applicable          14.3.6 Student not formally registered but deposited funds into ITI Account and want to withdraw from studies, a fee of K100.00 will apply.          14.3.7 If the applicant student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. A notice of FOUR (4) weeks will be allowed for administrative clearance.          14.4.1 <u>Excess Payments</u>: any excess payments of specified course fees will be reimbursed after realization of the deposit made.          14.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.          14.5 If a student wishes to defer his/her course to a later semester(s), ITI will hold the fees until the commencement of the new semester          14.6 If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Four (4) weeks notice will be allowed for administrative clearance.          14.7 All withdrawals and excess payments will be made payable to the sponsor.</p>

<b>16. Declaration</b>
I declare that the information supplied by me in this form and all relevant attachments is true and correct at the time of lodgment. I accept full liability for all fees payable for the specified course. I agree to abide by the policies regarding Refunds and Deferrals, and any regulations that may apply upon registration. I give authorization for my photos taken by ITI in the future to be used for publicity purposes to promote the education sector in PNG. ITI reserves the right to take appropriate action on any matter that violates this declaration.

Applicant's Signature: \_\_\_\_\_ Date: (dd/mm/yy): \_\_\_\_\_

<b>ADMINISTRATION USE ONLY</b>			
Ensure that the applicant has successfully completed the application requirements below. Please, CROSS CHECK THE ORIGINALS.			
<b>ITI Admin, Application checklist</b> <input type="radio"/> Complete all sections of the Application form <input type="radio"/> Agreed the Refund Policy <input type="radio"/> Declare and signed the Application form	<b>* Check that the applicant had attached;</b> <input type="radio"/> Certified copies of the academic qualification <input type="radio"/> Any relevant employment documentation <input type="radio"/> Recommendation letter from the sponsor		
Application received through: <input type="checkbox"/> Facebook <input type="checkbox"/> WhatsApp <input type="checkbox"/> Email <input type="checkbox"/> ITI Reception <input type="checkbox"/> Street Promo <input type="checkbox"/> School Visit	<table border="1" style="background-color: #333; color: white;"> <tr> <td style="padding: 5px;"> <b>Sighted or Authorized by:</b>            (Write full name &amp; sign/            Put official stamp here)         </td> </tr> <tr> <td style="height: 40px;">           _____         </td> </tr> </table> <p style="font-size: small; background-color: #333; color: white; padding: 2px;">"NO FEES Charged on this ITI Form"</p>	<b>Sighted or Authorized by:</b> (Write full name & sign/ Put official stamp here)	_____
<b>Sighted or Authorized by:</b> (Write full name & sign/ Put official stamp here)			
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